

BRIGHTWALTON PARISH COUNCIL

Meeting Held on Monday 14th May 2018 at 8.35pm in the Village Hall

Present

Shaun Orpen	Chairman	Polly Swann	Councillor
Mike Cooper	Councillor	Sarah Youldon	Clerk
Tim Wyatt	Councillor	John Draper	PCC

Apologies Received

Clive Hooker	Downlands Ward Councillor
Jackie Boxall	Councillor

Minutes of the Last Meeting	Action
<ul style="list-style-type: none"> ▪ Election of Chairperson: Shaun Orpen was nominated, seconded and accepted the position of Chairman for the next term. The Acceptance of Office declaration was signed, S Youldon to send on to WBC. ▪ March Minutes: S Youldon had made two amendments to the original March minutes: the business account balance had been mis-stated as £6,235.22 this was amended to £4,737.34 and the subject of Village Housing had been missed off, this was added to the minutes. The updated March minutes were signed and agreed as a correct record. ▪ There were no declarations of interest. 	<p>SY</p> <p>Resolved</p>
Matters Arising	
<ul style="list-style-type: none"> ▪ 2017/18 Annual Return: The internal audit had been completed by David Weller and the report had been circulated to Councillors for review prior to the meeting. The auditor had noted that it would be good practice for Councillors to initial cheque stubs; this is not currently possible on the style of cheque book – S Youldon to contact the bank. It was also noted that the General Risk Assessment and Councillor Code of Conduct was due for review at the May meeting. S Youldon has actioned this. The auditor reported that the Parish Council has in place safe and efficient arrangements and maintains robust controls on payments as an integrated part of the overall financial control system. He concluded that the management of processes within the PC are well controlled and monitored. Councillors reviewed the Annual Governance and Accountability Return 2017/18 and signed this off. Under the new guidelines Parish Councils meeting the criteria are able to certify themselves exempt from this submitting the return to the external auditor. The Councillors agreed that the PC was meeting all its obligations and were reporting in a transparent way, the full accounts would be published online and the electors rights would be published in line with the legislation. It was agreed that the PC would certify the PC exempt for this period and look to submit to the external auditor every 3 years. This would save the Parish Council £200 on the current year's budget. S Youldon to complete and upload documents. ▪ Updated Standing Orders, Risk Assessment & Code of Conduct: S Youldon had circulated the updated regulation documents prior to the meeting for review. Councillors agreed to adopt the Standing Orders, Risk Assessment and Code of Conduct. ▪ Old Churchyard Tree Maintenance: S Orpen had met with the neighbouring property owners of the Old Churchyard at their request and reported that work needs to be carried out on the trees. There are 3 issues that need to be addressed: The first is removal of 3 very tall and thin pine trees, these are considered to be out of place and a risk to the neighbouring property which is due for conversion. The PC agreed these should be removed. Second stage is to remove the dead wood in the crown of the lime trees bordering the Old Churchyard wall, again this is considered to be a medium risk to the neighbouring outbuildings and the wall itself. The third stage would be to tidy and remove the excess growth from the base of the lime trees, there is no risk seen with these, but if allowed to continue there will be damage to the churchyard wall. S Youldon has submitted an application for tree work within a conservation area - a decision is due on the 4th June. Two initial quotes have been obtained, S Youldon to contact and arrange a third from Scofell. Decision to be made at the July meeting. 	<p>Resolved SY</p> <p>Resolved SY</p> <p>SO SY</p>

<ul style="list-style-type: none"> ▪ Playground Inspection Report: The annual ROSPA report noted two matters for review, the first is the chain on the bridge of the climbing frame, this needs to be monitored for further deterioration and replaced when necessary. The second matter raised was rotting of timber on some of the large climbing frame and surround upright posts. PC to monitor and replace when necessary. S Youldon will monitor and report back. ▪ Brightwalton Website – Domain Renewal: S Youldon reported that the Domain Name for the website ran out for a period in April, the two year renewal at £23.98 was paid and the website went back up live. Contact details have now been updated to ensure the PC receives the reminders in the future. ▪ Data Protection Changes: BALC have advised that the obligation for Parish Councils to appoint a Data Protection Officer has now been removed, Parish Councils are however, still obliged to meet the new standards and S Youldon continues to receive information on what the PC needs to put in place. S Youldon confirmed that the PC holds very little data and does not use a mailing list, but changes are required to the website to meet the legislation. The remaining information held relates to the Electoral Register and planning applications but these are held only in accordance with the guidance already provided by WBC. S Youldon to update website and continue to review information published and report to the PC as appropriate. ▪ Due to the extended time spent at the Parish Meeting, it was agreed that the following agenda items would be deferred to the July meeting: Annual Report from District Councillor, Village Housing Update, Pre-Fete Pop Up Drinks, Website Link to Social Media, Highways Update, and WBC Sewage Treatment Charges. 	<p style="text-align: right;">SY</p> <p style="text-align: right;">Resolved SY</p> <p style="text-align: right;">SY</p> <p style="text-align: right;">SY</p>
Village Hall Committee Update	
<ul style="list-style-type: none"> ▪ Brightwalton Fete: Emma Aird had shared the results of the fete and reported profits on £2,879.58, this was a similar level to the previous year. The PC would like to echo it's thanks to all those, past and present that contributed ensuring it's continue success. ▪ A 2019 fete planning meeting is to be arranged over the next couple of months. 	
Planning	
<ul style="list-style-type: none"> ▪ 18/00076/COMIND – Land opposite Sheardon East of Pudding Lane, Erection of table block and hay store and change of use of surrounding land for private equestrian use; with associated access and hardstanding. WBC has refused this application. 	Resolved
<ul style="list-style-type: none"> ▪ 18/00749/HOUSE - Grey Tiles, Southend, proposed loft conversion including installation of crown roof dormers to the side elevations. PC responded with no objections and WBC has granted this application. 	Resolved
<ul style="list-style-type: none"> ▪ 18/00897/HOUSE 2 Saxons Acre, proposed single storey extension and garage conversion to create large open plan kitchen and dining room with new play room. Part conversion of existing car port into garage / storage. WBC has granted this application. 	Resolved
<ul style="list-style-type: none"> ▪ TPO 201/21/0964 – The PC has been informed by WBC that a Tree Preservation Order has been place on the Ash Tree at the Land Opposite Sheardon, East of Pudding Lane. 	Resolved
Finance	
<p>Current account balance as of the 14/05 is £9,621.97; Business account balance is £4,737.34 The current account balance includes £402.31 of Pop Up Drinks float This following payments have been made: Chq 701 14/03 – WBC annual bin emptying £44.89 (inc VAT) Chq 702 20/03 – TP Jones 9 months PAYE administration £58.50 (inc VAT) Chq 703 26/03 – Imprint Brickleotn News March edition £65.00 Chq 704 18/04 – ROSPA annual playground inspection £79.80 (inc VAT) The following cheques were written at the meeting: Chq 705 14/05 – S Youldon expenses (domain renewal and stamp) £25.10 Chq 706 14/05 – D Weller internal audit fee £49.40 Chq 707 14/05 – BALC annual membership £101.22 (inc VAT)</p>	Resolved

The following payment was received: 04/05 WBC first precept payment £3,250.00	
Any Other Business	
Playing Field Mowing: It was noted that the playing field should have been cut closer to the day of the fete. S Youldon to ensure supplier is notified in advance next year.	SY

The remaining 2018 meetings will be held:
9th July, 10th September and the 12th November.